

A Primer for Planning JOIDES Meetings

Introduction and Background

The Joint Oceanographic Institutions for Deep Earth Sampling (JOIDES) provide scientific advice and guidance to the Ocean Drilling Program (ODP). The JOIDES Science Advisory Structure consists of various committees, panels, and planning groups that meet periodically throughout the year. Chris Harrison currently chairs the Executive Committee (EXCOM) and thus heads the advisory structure, while Keir Becker chairs the Science Committee (SCICOM) and heads the JOIDES Office, now located at RSMAS, University of Miami, USA

Joint Oceanographic Institutions, Inc. (JOI), a non-profit organization in Washington, D.C., holds the prime contract with the U.S. National Science Foundation (NSF) for managing ODP. JOI also holds a cooperative agreement with NSF for managing the U.S. Science Support Program (USSSP), which funds the participation of U.S. scientists in ODP. Nick Piasias serves as the interim JOI/ODP Director and John Farrell serves as both the JOI/ODP Associate Director and the USSSP Director. JOI acts upon the scientific advice and guidance of JOIDES.

All meetings of the JOIDES Science Advisory Structure require advance authorization by the SCICOM Chair. The national ODP Program Directors authorize the expenditure of travel funds for their respective meeting participants, and the JOI Meeting and Travel Coordinator (JMTC), Bridget Chisholm, assists with meeting arrangements and travel-related matters. The following procedure outlines the necessary steps for planning a JOIDES meeting.

Step-by-step procedure for planning a JOIDES meeting

1. Before submitting a formal request for a meeting, all committee, panel, or planning group chairs should seek tentative approval of the dates and location from the SCICOM Chair. They should do so as far in advance as possible, preferably just after their previous meeting. In addition, Program Planning Group (PPG) Chairs should consult with the Science Steering and Evaluation Panel (SSEP) Chairs before contacting the SCICOM Chair.
2. After receiving tentative approval, all committee, panel, or planning group chairs must submit a formal request to the SCICOM Chair, who then consults with JOI and decides whether to authorize the meeting. All meeting request letters must address or include the following:
 - a. **Lead-time:** the longer the better. JOI requires a minimum of 10 weeks between receipt of the authorization from the JOIDES Office and the start of the meeting.
 - b. **Dates and location:** the request letter must specify the dates, times, and location of the meeting. Ideally, half of all meetings should occur in the U.S. and half in other member countries, in accord with the balance of contributions to the ODP budget. Please try to minimize expenses when choosing a location. For example, choose a site within easy reach of a major airport, rather than one that requires additional ground transportation (e.g., buses, car rentals). Note that meeting locales served by United Airlines offer an advantage to U.S. participants because JOI has a zone airfare agreement with this carrier (for U.S. domestic travel only). Finally, consider holding a meeting so that it coincides with another scientific meeting, or with a port call of the *JOIDES Resolution*, if appropriate.

- c. **Meeting host:** the request letter must identify a meeting host, preferably someone local to the meeting venue. The host will work closely with the JMTC in formulating and executing the detailed meeting logistics. The chair can act as the host.
 - d. **Draft agenda and participants:** the request letter must include a draft agenda and a complete list of all proposed participants, including panel members, liaisons (e.g., from other panels, JOI, TAMU, LDEO, the JOIDES Office, and government agencies), and guests (*ad hoc* attendees who would contribute to a successful meeting).
 - e. **Minutes from previous meeting:** the JOIDES Office must receive the minutes or a report from the previous meeting before it can authorize the next meeting.
3. If the SCICOM Chair approves the official meeting request, the JOIDES Office emails an authorization letter to the requesting chair, with copies to the JMTC and others, including JOI personnel.
 4. Upon receipt of the authorization letter, the chair emails an announcement about the upcoming meeting to the approved participants, with copies to the JOIDES Office and the JMTC. The chair then completes a Meeting Specification Worksheet (attached) and returns it to the JMTC.
 5. Upon receipt of the authorization letter and the Meeting Specification Worksheet, the JMTC contacts the host to discuss arrangements for lodging and a meeting venue. If the host has not yet made these arrangements, he or she provides suggestions to the JMTC. The JMTC contacts potential meeting venues and hotels to inquire about accommodations, facilities, room rates, reservations, ground transportation, and other relevant information. The JMTC and the host also discuss possible plans for a field trip or a social program.
 6. The JMTC writes a meeting announcement, and emails it to all approved meeting participants, with copies to the JOIDES Office and others. The announcement will include information about air travel (for U.S. participants only), lodging, meeting venue, ground transportation, per diem (meals), local contacts, local travel, and possible field trips and social programs.
 7. The host country pays the costs associated directly with the meeting. For meetings within the U.S., USSSP will reimburse the cost of renting a meeting room, overhead/slide projector, coffee breaks, possibly a working lunch, and other discretionary expenses.
 8. As meeting plans develop, the chair emails a detailed agenda (building upon the one included in the meeting request letter) to the invited participants, with copies to the JOIDES Office and the JMTC. This communication should also instruct the invitees to inform the chair and the host as to whether they can attend the meeting (i.e., an RSVP), and it should remind them to contact the hotel directly to reserve lodging. The JMTC informs the chair about hotel reservation information and any declined invitations received by JOI.
 9. All meeting participants must contact the hotel directly to reserve lodging, and they must make their own arrangements for ground transportation. Those who wish to participate on field trips or other social events should notify the host. All participants should strive to save program funds by purchasing the least expensive airfares as early as possible. The JMTC will

prepare and send proposed air travel itineraries to U.S. participants, who should read the JOI travel policy available at <http://www.joi-odp.org>. U.S. participants will not receive reimbursement for field trips and social events, and they must obtain pre-approval from JOI/USSSP to receive reimbursement for rental cars. Similar policies may apply to other participants.

10. The host and chair coordinate on-site logistics during the meeting.

Meeting Specification Worksheet

1. **Meeting Name:**

2. **Dates & Times:**

3. **Location (if undetermined please advise the JOI Meeting and Travel Coordinator (JMTC) of your desired geographic location and meeting venue)**

4. **On-site host and contact information (include email):**

5. **Do you expect additional attendees or guests not listed on your roster?**

6. **Would you like the JMTC to find hotel accommodations for overnight guests?**

7. **How would you like the meeting rooms to be arranged (e.g., conference style, theater, classroom, or u-shape)?**

8. **What audio-visual needs do you anticipate (e.g., flip chart, white board, overhead or slide projector, VCR, etc.)?**

9. **Comments:**

Please return this form to: JOI Travel 1755 Massachusetts Ave., NW, Suite 700, Washington, DC 20036-2102
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Amendments